

District Return Sheet

District Name: _____ District Code: _____

Coordinator's Name (Print): _____

Coordinator's Signature: _____ Date: _____

Instructions: Fill in the district name and district code above. On the back of this page, record the school names and school codes for each school that tested students with MI-Access materials that should be included in the district return shipment to Measurement Incorporated. If you need more space than the lines provide, please staple an additional page containing the remaining school names and codes and write "Continued" in the Total box. On the additional page, write "Total" and the total number of schools.

As you are preparing the materials for return, check off the items below. Once all items are completed, sign and date this form indicating that you have verified all the following before returning materials to Measurement Incorporated. Retain a copy of this form for your records and please return the original with your materials in Box 1.

- ☐ All answer documents have been checked and contain an accurate student Pre-ID barcode label. I recognize that a \$10 fee will be assessed for any scored answer document without a label.
- ☐ Answer documents are free of sticky notes, paper clips, and other extraneous material.
- ☐ Class/Group ID Sheets (if used) have been filled out correctly and are included inside the School Return Envelope(s). If class/group codes have not been used, the sheets have been omitted.
- ☐ Header sheets have been accurately completed and all answer documents have been grouped by answer document type.
- ☐ School Return Envelopes have all been completed and all applicable special handling selections have been marked.
- ☐ All secure materials are included in this shipment and packed under the appropriate divider sheets.
- ☐ Yellow Materials Return labels have been completed and affixed to each box.



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District Return Sheet

School Name	School Code (five digits)	Measurement Incorporated Use Only
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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11.		
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14.		
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17.		
18.		
19.		
20.		
21.		
TOTAL NUMBER OF SCHOOLS: (Enter the number or write "Continued.")		